



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: November 18, 2008

TO: Mayor and Councilmembers

FROM: Building and Safety Division, Community Development Department

SUBJECT: Questys Solutions Data Conversion And Software For Building And Safety Records Management Program

RECOMMENDATION:

That Council appropriate \$16,000 from the Capital Outlay Fund to the Community Development Department's Building and Safety Division's budget to purchase Questys Solutions conversion services and software for their Records Management Program.

DISCUSSION:

The Records, Archives, and Clerical Section (RACS) of the Community Development Department maintains the street, planning and real property files and plans for the Land Development Team (LDT). This information is scanned daily into a network database, as well as stored on discs to protect the information. The information is made available to staff and the public via the Internet and by two workstations located at 630 Garden Street.

Over the years, technology has changed and our current vendor, who primarily is a scanning vendor, is no longer able to meet our needs. Questys Solutions has proven to be a reliable vendor for the type of scanning and data management system that we require.

BUDGET/FINANCIAL INFORMATION:

During the past four years, there has been a technology fee paid at the time of pulling a building permit. These fees have been set aside in a reserve account for LTD technology upgrades. There are sufficient funds in the reserve account to purchase the software we require.

SUSTAINABILITY IMPACT:

The Questys Solutions Records Management Web module will allow the public to view the LDT records in either PDF or TIFF format. Currently LTD records can be viewed on-line only in the TIFF format, which is not compatible with Macintosh computers. The ability for more users to view LDT records online may reduce the number of trips the public makes to 630 Garden Street to view the hard copies of the records.

The Questys Solutions Records Management System is compatible with Tidemark Advantage software, the database in which master applications, building permits, public works permits and code enforcement are captured. Linking the two databases may alleviate the need to print copies for scanning into the records management database.

PREPARED BY: George Estrella, Chief Building Official

SUBMITTED BY: Paul Casey, Community Development Director

APPROVED BY: City Administrator's Office